



Judicial Buyer I

Details

Job ID : 260

Title : Judicial Buyer I

Job Code : 509

Salary : \$1,784.00 (Monthly)

Grade : 5

Tenured : YES

Job Departments

- Administrative Services - Accounting, Purchasing, Printshop, Reception

Purpose

RESPONSIBLE FOR PROCUREMENT OF ALL GOODS AND SERVICES NEEDED BY THE COURT OF JUSTICE.

Required Qualifications

Education : High School Graduate or GED

Education Substitute : None

Experience : 2 Years of Work Experience

Job Skills/Abilities

- BASIC COMPUTER SKILLS
- COMMUNICATION SKILLS

Job Preferred Knowledge

- COURT SYSTEM EXPERIENCE

Job Duties

- ASSIST WITH PRODUCT CHOICE AND AVAILABILITY
- PROCESS REQUISITIONS FOR GOODS AND SERVICES
- ACCURATE CODING OF ALL DOCUMENTS
- CONFIRM APPROPRIATE AUTHORIZATION
- MAINTAIN DATABASES AS REQUIRED
- OTHER DUTIES AS ASSIGNED